



# PROPERTY CONTROLLER II

## SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*

- SPOT FOR** Sacramento and Yolo Counties - Indicate these locations on your application. The California Highway Patrol has opened testing to establish an eligible list for Sacramento and Yolo Counties.  
  
Positions exist in Sacramento and Yolo Counties.
- FINAL FILING DATE** **May 13, 2010**  
Applications (STD. 678, Rev. 08-09) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:  
  
California Highway Patrol  
Selection Standards and Examinations Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001
- SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.  
  
**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**
- QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during June/July 2010.
- SALARY RANGE** \$3297 - \$4005
- WHO SHOULD APPLY**
  1. Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to participate in this examination; or
  2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
  3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
  4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.
- ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.
- REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**  
  
Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.  
  
**Either I**  
One year of experience in the California state service performing the duties of Property Controller I.  
  
**Or II**  
Two years of experience inventorying and maintaining property and equipment control records in the California state service. (Experience below the level of Office Assistant II is not considered qualifying.)  
  
**Or III**  
Three years of experience inventorying and maintaining control records for a wide variety of property and equipment or expandable storekeeping items.
- ADDITIONAL DESIRABLE QUALIFICATION** Education equivalent to completion of the twelfth grade.
- THE POSITION** Under direction, a Property Controller II is responsible for the operation of a complex property control system with centralized or moderately dispersed property, used in departments normally having an approximate minimum of 6,000 property items and an annual total of approximately 1,000 property acquisitions, transfers, and surveys. A Property Controller II may supervise a small clerical staff, but may work independently, depending upon the size and complexity of the property accounting function.
- EXAMINATION INFORMATION** This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

## Qualifications Appraisal Interview Only - Weighted 100%

### Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

- A. Knowledge of:
  - 1. Methods and practices used in recording, inspecting, maintaining, issuing, taking and recording inventory, and accounting for and disposing of property.
  - 2. Property records section of the California State Administrative Manual.
  - 3. Office methods and procedures.
- B. Skill in making arithmetical calculations.
- C. Ability to:
  - 1. Read and write English at a level required for successful job performance.
  - 2. Inspect, determine condition of, and recommend proper disposition of property.
  - 3. Take an accurate inventory of scattered and diverse property.
  - 4. Reconcile inventories with control accounts.
  - 5. Analyze situations accurately and take effective action.
  - 6. Communicate effectively.
  - 7. Instill in others an awareness of their responsibility for state property maintenance and accounting.

### VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

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### GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 08-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

If you meet the requirements stated on the bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

**The California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in Sacramento.

Competition is limited to those who meet one of the criteria listed above under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances, other employees may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the California High School Proficiency Test; 2) passing the General Education Development (GED) Test; 3) completion of 12 semester units of college-level work; 4) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 5) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.

**(Rev. 2-10)**

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